DEPARTMENT: Community Services/Parks and Recreation

NATURE OF WORK:

Performs professional work in the planning, organization, and supervision of County-wide or facility-based recreation programs under the direction of a higher level recreation program coordinator. Supervision is exercised over part-time and contractual staff, volunteers, and activity participants. Requires working varied hours, including early mornings, nights, and weekends.

ESSENTIAL FUNCTIONS OF THE JOB:

Assists in the planning, coordination, and implementation of recreation programs; supervises and evaluates programs.

Interviews and hires part-time staff for programs; conducts staff orientations as needed.

Supervises the issuance, use, and care of recreation supplies and equipment.

Provides direct leadership for recreation activities as needed.

Responsible for supervising part-time staff, developing staffing schedules, evaluating staff performance.

Work with school and other County staff as needed to ensure proper activity space and use of property.

Prepare media information for release; maintain good communication flow with program participants.

Assists other recreation staff in conducting activities and programs.

Compiles and maintains program reports.

Maintain inventories of supplies used.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting and at various activity locations throughout the County. Drives County vehicle to activity sites. Operates standard office equipment to include telephone, computer keyboard, calculator, copy machine, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Understanding and good knowledge of the proper principles and practices of recreation program, administration, and supervision.

Knowledge of the principles and methods of program planning and evaluation.

Knowledge of maintenance/use/care of facilities and equipment.

Knowledge of various software applications such as WordPerfect and Excel.

Ability to organize and supervise activities.

Ability to interpret staff and participant needs and make recommendations.

Ability to establish and maintain courteous and effective working relationships with employees, coworkers, program participants, and parents.

MINIMUM QUALIFICATIONS:

Bachelor's Degree (preferably from a National Recreation and Parks Association (NRPA) accredited college or university) in Recreation Leadership or related field, some experience in recreation program planning and implementation preferred; or any equivalent combination of acceptable education and experience that would provide the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a Virginia Criminal History Records check.

Professional certification through NRPA preferred.

Must possess and maintain a valid Virginia Driver's License and may require a Virginia Commercial Driver's License.

April 2002 RecProgSpec.381_161

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

| Position Title: Recreation Specialist Department: Community Services | Position Number: 381 Division: Parks and Recreation | | | | | | | |
|---|---|--|--|--|--|--|--|--|
| | e identify the general aptitudes and physical requirement who have the position must be able to perform all essention dation. | | | | | | | |
| I. Mental Abilities: General learning ability underlying principles. | The ability to "catch on" or understand instructions an | | | | | | | |
| △ Ability to reason and make judgments △ Ability to understand and follow oral instruction △ Ability to understand and follow written instruction △ Ability to guide and/or give instructions △ Ability to make decisions in accordance with established procedures and policies △ Not essential to job function | | | | | | | | |
| them effectively. To con | anings of words and ideas associated with them and to us imprehend language, to understand relationships between meanings of whole sentences and paragraphs. To presently. | | | | | | | |
| 1. Speaking/Talking: | 2. <u>Hearing/Listening</u> : | | | | | | | |
| ☑ Answering telephone, radio, or switchboard ☑ Communicating with County officials ☑ Communicating with general public ☑ Communicating with vendors ☑ Communicating with supervisors and/or with | ☑ Ability to distinguish between different tones ☑ For communication with County officials, public, vendors, supervisors and/or other employees ☐ Not essential to job function | | | | | | | |
| other employees Communicating with others | 3. Reading: (ability to read and understand text)☑ Essential to job function | | | | | | | |
| Not essential to job function | Not essential to job function | | | | | | | |

| 111 | . <i>Numerical</i> : Abil | ity to perform arithmetic of | perations quickly and accurately. |
|-----|---|---|--|
| | ■ Ability to perform | ly perform accurate two dig n accurate calculations aide adding machine or measure ob function | ed |
| IV. | Spatial Abilities: | solid objects. May be u geometry problems. Frequ | orms in space and understand relationships of plane and used in such tasks as blue print reading and in solving uently described as the ability to "visualize" objects of two think visually of geometric forms. |
| | ☑ Essential functio☑ Not essential function | | |
| V. | Motor Coordinat | | e eyes and hands or fingers rapidly and accurately in ements with speed. Ability to make a movement response ly. |
| 1. | Manual Dexterity | : Ability to move the hand and turning motions. | s easily and skillfully. To work with the hands in placing |
| | ☑ Use telephone ☑ Use switchboard ☑ Use radio/consol ☑ Use a calculator ☑ Use a copy mach ☑ Use a fax machin | le 🗵 | Manipulate computer keyboard and mouse Use postage machine Use hand tools Use power tools Other: Not essential to job function |
| 2. | Finger Dexterity: | Ability to move the finger accurately. For example: | es and manipulate small objects with the fingers rapidly or electrical wiring. |
| | ☐ Essential to job f ☐ Not essential to j | | |
| | Explain: | | |
| | | | |
| | | | |

VI. Physical Demands:

1. <u>Strength</u>: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (\checkmark) in appropriate boxes below.

| Ability to | manipul | ate mate | Frequen | cy of Manip | oulation | | | |
|------------|---------|----------|----------|-------------|--------------|------------|--------------|--|
| | 5- | 5-10 | 10-15 | 50+ | Occasionally | Frequently | Continuously | |
| Lift | | | / | | ~ | | | |
| Push/Pull | | | | V | | ~ | | |
| Hold/Carry | | | | / | | ✓ | | |

| Hold/Cally | | • | | | | | | | | |
|--|--|--|--|--------------|---------------------------------|-------------|--|--|--|--|
| Manipulation done from: ⊠ ground to waist ⊠ waist level ☐ waist to shoulder ☐ above shoulder (Check all that apply) | | | | | | | | | | |
| Not essential to job function: \square | Lift | ☐ Push/Pull | | Hold/Carry (| Check all tha | t apply) | | | | |
| 2. <u>Climbing</u> : To move up o | 2. <u>Climbing</u> : To move up or mount by using the hands or feet. | | | | | | | | | |
| <u>Ladders</u> | | Stairways | | Ste | e <u>ps</u> | | | | | |
| □ Step stool □ 8' to 10' step ladder □ Extension ladder □ Other □ Not essential to job funct | | 1 flight 2 flights 3 or more flight Other Not essential to | | _ Othe | more steps eressential to jo | ob function | | | | |

3. Ability to Stand, Sit, Walk, and Run:

Please check (\checkmark) in appropriate boxes below.

| | Ι | Ouration | (hours/ | 'day) | Occasionally | Frequently | Continuously | | |
|-------|-----|----------|----------|-------|--------------|------------|--------------|----------|--|
| | 0-1 | 1-3 | 3-5 | 5-7 | 7-9 | 9+ | | | |
| Stand | | V | | | | | | ✓ | |
| Sit | | | V | | | | | V | |
| Walk | | ' | | | | | | ✓ | |
| Run | | | | | | | | | |

| If walking or running, over wha | at type of terr | ain? ⊠ | flat | □ rough | ☐ both |
|---------------------------------|-----------------|--------|--------|---------|------------------------|
| Not essential to job function: | ☐ Stand | ☐ Sit | ☐ Walk | ⊠ Run | (Check all that apply) |

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

| | | | | | | Daily | Amounts | | |
|----|--|---|---|--|-----------------------------------|--------------|------------|--------|---|
| | | | | | | 20-50x | | | 50+x Not essential to job function |
| 5. | Reachi | ng, Hai | ndlin | g, Finge | e <mark>ring, a</mark> ı | nd/or Fee | eling: | | |
| | | | | , or put for | | • • | Γo touch o | or gra | sp something, by extending or stretching. |
| | | | | | | Daily . | Amounts | | |
| | □ 0-5x□ Other | er | | 5-20x | | 20-50x | | | 50+x Not essential to job function |
| 6. | Seeing: | To per | rceive | e or comp | rehend l | by the sen | se of sigh | t. | |
| | Essentia | Periphe Night v Focus (Color p Depth | eral v vision (distin perce perce | ision n nctness of ption (dis | r clarity) criminat termine | e between | colors) | Š | Check all that apply) ween objects) |
| VI | I. Driv | <i>ing:</i> T | he ab | oility to tr | ansfer o | r convey i | n a vehicl | e. | |

| Transmission | Standard | Automatic | Multi-Gears | |
|-------------------------------|----------|-------------|--------------------|--|
| | | | | |
| Car | | | | |
| Van | | \boxtimes | | |
| Small Truck | | | | |
| Medium Truck | | | | |
| Large Truck | | | | |
| Truck w/Equipment | | | | |
| Heavy Bus Equipment | | | | |
| Not essential to job function | n 🛛 | | | |
| Other (list) | | | | |

April 2002

RecProgSpec.381_161